



Property Asset Management
Lost/Stolen Affidavit

Property Accountant

Date H T E Updated

Acquisition Date

Acquisition Cost

Date Submitted

Phone

Phone

Department

Custodian Name

Department Head Name

Submission of this affidavit confirms that a diligent search for the following property has been conducted and the property cannot be found.

The property is believed to be: _____ Lost _____ Stolen (attached Police Report) Date Discovered: _____

Describe the circumstances surrounding the missing property

State the measures that will be taken to prevent further loss or theft

Additional Comments

Asset ID/ Tag #	Description	Serial Number	Employee/Custodian Name that was assigned property	Property's Assigned Location